

COMPENSATION AND BENEFITS

The annual salary range for this position is \$101,514 to \$153,650. The starting salary will depend on qualifications, salary history and career accomplishments. Specific salary placement will be based upon evaluation of a candidate's overall ability to provide exemplary leadership to the County. This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP), and is compensated at MAPP Range 12.

In addition, Los Angeles County provides an excellent benefits package that allows employees to choose benefits that meet their specific needs as detailed below.

Retirement Plan - The successful candidate will be eligible for participation in a contributory defined benefit plan. If the candidate is a "new member" of the County's defined benefit plan (LACERA) after January 1, 2013, that person's pension will be limited under the Public Employees Pension Reform Act (PEPRA). For these purposes, a "new member" is someone who first becomes a member of LACERA on or after January 1, 2013 - that is, someone first employed by the County on or after December 1, 2012 - unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. Details on PEPRA will be provided on request.

Cafeteria Benefit Plan - The MegaFlex Benefits Plan is a cafeteria plan through which benefits may be purchased using a tax-free County contribution of an additional 14.5% to 17% of the employees monthly salary. Any portion of the County contribution not used to purchase benefits is paid to the employees as taxable income. Benefits available within MegaFlex Benefits Plan include medical, dental, disability, life and AD&D insurance. (Note: Not applicable to County employees who are currently in Flex.)

Non-Elective Days - Ten paid days per year with the option to buy an additional 1 to 20 elective annual leave days.

Flexible Spending Accounts - Employees may contribute up to \$200 per month tax-free to a Health-Care Spending Account and \$400 per month tax-free to a Dependent Care Spending Account. The County contributes \$75 per month to the Dependent Care Spending Account.

Savings Plan (401K) - Optional tax-deferred income plan that may include a County matching contribution of up to 4% of employee's salary.

Deferred Compensation Plan (457) - Optional tax-deferred income plan that may include a County matching contribution of up to 4% of employee's salary.

Holidays - Eleven paid days per year.

SELECTION PROCESS

Qualified candidates are invited to submit a statement of interest along with a resume detailing the required experience.

Resume packets should include the following:

Names of schools, colleges or universities attended, dates attended, degrees earned and field of study. Please enclose verification of degree(s), licenses and certificates together with the resume.

For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and salary information.

Information must show that the candidate meets the Minimum Requirements and Desirable Qualifications sections of this recruitment announcement.

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process.

The names of the most highly qualified candidates will be submitted to the Executive Officer of the Board of Supervisors, for final selection.

NOTE: A background investigation will be completed on the candidate selected for this position.

HOW TO APPLY

Send resumes (email preferred) to Fanita Morris. Resumes will be considered as they are received. The recruitment will remain open until the position is filled.

Executive Office of the Board of Supervisors
HUMAN RESOURCES DIVISION
Kenneth Hahn Hall of Administration
500 West Temple Street, Room 374
Los Angeles, CA 90012
Email: fmorris@bos.lacounty.gov

*The County of Los Angeles is an
Equal Opportunity/ADA Employer.*

Additional information about Los Angeles County can be found at www.lacounty.gov



DEPUTY EXECUTIVE OFFICER, BOARD SERVICES BOARD OF SUPERVISORS (UNCLASSIFIED)

Filing Period: June 16, 2014 – June 27, 2014

**Annual Salary: \$101,514 - \$153,650
(MAPP R12)**

Board of Supervisors

Gloria Molina	First District
Mark Ridley-Thomas	Second District
Zev Yaroslavsky	Third District
Don Knabe	Fourth District
Michael D. Antonovich	Fifth District

**RESTRICTED TO EMPLOYEES OF THE
EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS**

DEPUTY EXECUTIVE OFFICER, BOARD SERVICES, BOARD OF SUPERVISORS (Unclassified)

THE COUNTY

With a population of over ten million people, the County of Los Angeles has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation's motion picture industry, major universities, and numerous five-star restaurants. The mountains, deserts, and the beautiful Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.

The County is governed by a five-member Board of Supervisors (Board) who are elected on a non-partisan basis and serve four-year staggered terms. As the governing body, the Board serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are eight appointed positions (Auditor-Controller, Chief Executive Officer, Chief Probation Officer, County Counsel, Director of Children and Family Services, Executive Officer of the Board of Supervisors, Fire Chief, and Inspector General) that report directly to the Board. The remaining 25 department heads report to the Chief Executive Officer. There are also three elected officials (Assessor, District Attorney, and Sheriff), for a total of 36 major administrative units or departments that currently serve the needs of the County's residents.

The County's annual budget for fiscal year 2014-2015 exceeds \$26 billion, with funding for approximately 100,000 positions to serve its diverse population.

THE EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS

The Executive Office of the Board of Supervisors provides support services to the Board of Supervisors (Board), including preparing the Board's weekly agendas and its statements of proceedings, maintaining the Board's official records, providing information technology support, accounting, procurement, human resources, payroll, facility management and other administrative services. A wide variety of other services are also provided to County departments and to the public which include staffing various County commissions, committees, and task forces; administering the Assessment Appeals Board, the County lobbyist ordinance and County's economic disclosure programs under California's Political Reform Act; and administering the Countywide Service Awards Program. The Department has a budget of \$119 million and includes funding for approximately 322 budgeted positions

THE POSITION

Serves as the Administrative Manager overseeing the transitions of the Board Offices and special projects.

KEY RESPONSIBILITIES

Serves as the liaison with the Board Offices during transition periods and oversee activities required for the transition. Responds to Board Office inquiries timely.

Coordinates Board Office staff placements with County departments.

Assists the Board Office staff during transitional periods.

Develops, recommends, and implements management concepts, objectives, policies and projects related to financial and administrative matters.

Oversees special projects, and analyzes, evaluates, and recommends changes related to administrative matters or issues.

Reviews and approves reports, memoranda, and other correspondence related to personnel and other administrative matters.

Develops new plans, programs and systems, as needed.

DEPUTY EXECUTIVE OFFICER, BOARD SERVICES, BOARD OF SUPERVISORS (Unclassified)

MINIMUM REQUIREMENTS

A Bachelor's degree from an accredited college or university AND five years of experience in a highly responsible administrative or highly responsible staff capacity making recommendations for the analysis and resolution of problems relating to the implementation of new projects and experience supervising administrative staff in areas such as finance and budget, or human resources.

DESIRABLE QUALIFICATIONS

Skill and ability to effectively analyze and manage highly complex issues.

Ability to establish and maintain liaison with legislative bodies, governmental agencies, County departments, the public and other outside jurisdictions.

Leadership skills and the ability to handle multiple, highly sensitive programs and priorities concurrently.

Knowledge of the Los Angeles County recruitment process.

Ability to analyze and resolve issues relating to administrative policies and procedures.

Strong written, oral presentation and communication skills.

Experience making presentations to the Board Offices and executive level management with issues related to budget and fiscal operations.

Knowledge of the County's rules, regulations and principles governing budget and fiscal operations.